

# **Schedule 37-290**

## **DEPARTMENT OF ROADS COMMUNICATIONS DIVISION**

March 14, 2006

**Nebraska Records Management Division  
440 South 8<sup>th</sup> Street, Suite 210  
Lincoln, NE 68508  
(402) 471-2559**

**REQUEST FOR APPROVAL  
OF RECORDS RETENTION  
AND DISPOSITION SCHEDULE**

**TO: STATE RECORDS ADMINISTRATOR  
STATE OF NEBRASKA**

SCHEDULE

**37-290**

AGENCY, BOARD OR COMMISSION

**Department of Roads**

DIVISION, BUREAU OR OTHER UNIT

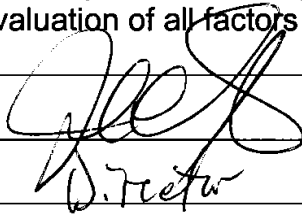
**Communications Division**

**Supersedes Edition of June 3, 2004**

**PART I -- AGENCY STATEMENT**

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE



John L. Craig

TITLE

Director


DATE

March 7, 2006

**PART II - ARCHIVAL APPROVAL**

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE



STATE ARCHIVIST

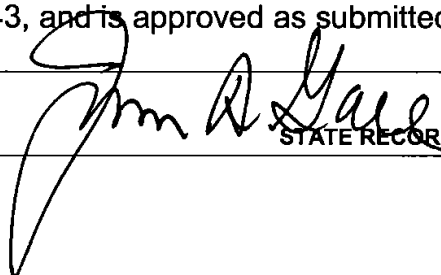
DATE

Mar. 10, 2006

**PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR**

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE



STATE RECORDS ADMINISTRATOR

DATE

3/14/06

RMA 01005D

## **INSTRUCTIONS FOR USING THIS SCHEDULE**

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of agency records, regardless of the media on which they reside. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

### **DISPOSING OF RECORDS**

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

**Please remember to retain the blank form for future use.**

### **NON-SCHEDULED RECORDS**

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

### **SCHEDULE UPDATE**

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

### **QUESTIONS**

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division  
440 South 8th Street, Suite 210  
Lincoln, NE 68508-2294  
402-471-2559**

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## **SCHEDULE 37-290 – DEPARTMENT OF ROADS COMMUNICATION DIVISION OE#290**

### **37-290-1 CERTIFICATION AND TRANSCRIPTS OF PUBLIC HEARINGS ON PROPOSED ROUTE LOCATIONS**

Retain in Public Hearing Office.

**Dispose of after 10 years.**

### **37-290-2 CORRESPONDENCE, FEDERAL-AID AGREEMENTS (formerly Correspondence, Federal-Aid Programs)**

Correspondence affecting federal-aid programs, policies, or procedures.

**ORIGINAL RECORD: Microfilm with Records Retention Schedule Item #37-380-7, Contracts (Highway), Construction Division, and destroy after project has been completed and paid for, provided audit has been completed.<sup>1</sup>**

**SECURITY MICROFILM: Transfer to the State Records Center; dispose of after 100 years.**

**MICROFILM WORK COPY: Dispose of after 100 years.**

### **37-290-3 DEACCESSIONED LIBRARY MEDIA**

Videotapes or other media produced by the Department of Roads (not acquired from another source) that are being removed from the Department of Roads' library collection.

**Dispose of when superseded or obsolete, subject to review by the State Archivist before disposal for possible accession.**

### **37-290-4 FORMS NUMERICAL FILE, ORIGINAL ARTWORK AND NEGATIVES**

Includes information concerning the use, design, and standardization of printed and duplicated forms. File also includes a sample copy of the forms, initial drafts through final design, and the original request for issued documents which reflects comments, coordination and actions which concern it. Retain in Office Services.

**Dispose of 1 year after superseded or obsolete.**

### **37-290-5 HIGHWAY CONSTRUCTION PROGRAM BOOKLETS**

Also known as "Roads Ahead," "Focus," "Challenge of the '80s", "One & Six Year Program Booklet." Includes booklets from 1965 to present. Retain in the Communication Division.

**Transfer 2 copies of each publication to the Publications Clearinghouse, Library Commission and to the Nebraska State Historical Society; retain 1 copy permanently.**

### **37-290-6 INVENTORY OF CONSTRUCTION FIELD BOOKS**

Includes project number, control number, contents, book number, status, project date, inventory date, and storage shelf number. Information is taken from the field books, Records Retention Schedule Item #37-380-22 (which are retained permanently), Project Diaries, Journals and Field Books, Construction Division. *Until 2000 a list of this information was compiled and microfilmed. The microfilm will be retained permanently. Now information is entered electronically.*

**ELECTRONIC DATA:** Backup monthly; retain permanently.

**SECURITY BACKUP COPY:** Dispose of after superseded.

**SECURITY MICROFILM:** Transfer to the State Archives; retain permanently.

**MICROFILM WORK COPY:** Retain permanently.

### **37-290-7 LIBRARY COLLECTION ONLINE CATALOG**

May include records of holdings on print and non-print, such as videotapes, materials for use by employees, etc.

**ELECTRONIC DATA:** Backup daily; dispose of when superseded.

**SECURITY BACKUP COPY:** Dispose of when superseded.

### **37-290-8 NEWSPAPER CLIPPINGS**

Statewide copies of daily and weekly newspaper articles circulated within DOR.

**Transfer to the DOR Archives after 2 years; dispose of after 3 years.**

### **37-290-9 PHOTOGRAPHY, AERIAL AND GROUND STILLs**

Official record photographs with original negatives, or transparencies. Photographs are made a part of project files, reports, and similar groups of documents. Negatives of purely local interest which are made for public relations use, e.g., for personnel promotions, ceremonies, recognitions and for any other social activities. Retain photographs and negatives in the Communication Division.

**PHOTOGRAPHS:** Retain permanently.

**NEGATIVES:** Retain permanently.

### **37-290-10 PRINTING REQUESTS**

Requisition for department in-house printing, duplicating, and copying. Retain in Office Services.

**Dispose of 1 year following the end of the fiscal year to which the records pertain, provided audit has been completed.<sup>1</sup>**

### **37-290-11 PUBLIC HEARINGS**

Includes documentation and preparation for hearings and meetings, and testimony of Department of Roads Hearings.

**ORIGINAL RECORD:** Microfilm, scan to CD, and destroy annually after bid letting.

**SECURITY MICROFILM:** Transfer to the State Records Center; dispose of after 50 years, subject to review by the State Archivist before disposal for possible accession.

**MICROFILM WORK COPY:** Dispose of after 50 years, subject to review by the State Archivist before disposal for possible accession.

**CD SECURITY COPY:** Transfer to the State Records Center; dispose of after 10 years.

**CD WORK COPY:** Dispose of after 10 years.

**HEARING TAPE:** Transfer to the DOR Archives after 4 years; dispose of after 10 years.

**37-290-12 RESOURCE MANAGER FILES**

May include correspondence, notes for section or division manager.

**ELECTRONIC DATA: Back up daily; dispose of after 1 year.**

**PRINTOUT: Dispose of after 1 year.**

**SECURITY BACKUP COPY: Dispose of after superseded.**

**37-290-13 STATE HIGHWAY MAPS.**

Includes maps 1937 to present. Retain in the Communication Division.

**Retain permanently.**

**37-290-14 VISITOR LOG**

A monthly log on all visitors to NDOR and NSP.

**Dispose of after 2 years.**

**TRANSFERRED RECORDS**

**37-150-194 ONLINE TELEPHONE DIRECTORY (See 37-280-44)**

**NOTE**

1. These records may be disposed of after the required retention period provided the audit of the Comprehensive Annual Financial Report (CAFR) is complete and any required federal audit is complete *and all related audit comments have been resolved*. Check with the organization that performed the audit, either the Auditor of Public Accounts or the federal cognizant agency, if there is a question whether resolution is complete.

## RECORDS DISPOSITION REPORT

<b>TO: SECRETARY OF STATE</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>440 S. 8<sup>TH</sup> STREET SUITE 210</b> <b>LINCOLN, NE 68508-2294</b>	AGENCY
	DIVISION
	SUB-DIVISION

### REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

### OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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**SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.**

RMA 03006D



## **VOLUME ESTIMATING GUIDE**

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK  
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS  
ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size .....	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size .....	9 cubic feet
Lateral File, 4 drawer/shelf legal size .....	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load.....	50 cubic feet